

## INITIAL REQUEST FOR MUTUAL EXCHANGE

Please read this it contains important information you should consider. Any arrears may result in your mutual exchange being refused.

### **Are you sure you understand what a Mutual Exchange is?**

A Mutual Exchange is the process of swapping your home with another Social Housing tenant. You can swap with a council or housing association tenant, as long as they have the right to exchange. It means you will be accepting their property in its current condition and the responsibility for any outstanding work. If you identify problems or repairs once moving into the property, which falls outside of our usual repairs remit, or is identified during the inspections then you will be responsible for it.

We have 42 days to make the decision whether the exchange is approved or not from the date the full housing application and associated documents are completed. You cannot move unless all landlords involved have given their permission.

### **Why would we refuse an exchange?**

Landlords can only refuse permission for a tenancy exchange if there are reasonable grounds for doing so. Before submitting your initial requests please consider the following:

- If you have been served with a Notice of Seeking Possession for breach of tenancy.
- If you are subject to a court order in relation to your tenancy.
- The property is designed or has been made suitable for a physically disabled person and should the exchange proceed there would no longer be such a person residing there.
- If you are under occupying the property by more than one bedroom.
- If the home you want to move to is too small for your household, and you would be overcrowded.
- If you have rent arrears.

If the answer is yes, to any of the above, then we can refuse your exchange. Landlords will have different policies and you should always ensure you understand this before applying.

Other things you should do to avoid us refusing your application are:

- Ensure that your rent account is clear and kept up to date, along with any outstanding maintenance charges.
- Report any outstanding repairs to your landlord and ensure that any damage is rectified.
- Ensure that your home is maintained to a good standard and any garden or outside space is clear from rubbish and tidy.
- You can afford the moving costs.

### **What should I do before applying?**

You should always visit the property you are proposing to exchange with and thoroughly inspect it. This is to ensure you are happy accepting the property in its current condition.

Things to consider when visiting the property are (the list is guidance, and not exhaustive):

- Can I afford the rent and other bills, especially if the property is larger?
- Am I happy with the location? Where is the school, shops, doctors etc.?
- What condition is the property in? What work will I have to do to bring the home to the required standard?
- What type of tenancy will I have?

### **Having read the above, do you wish to proceed with a Mutual Exchange application?**

Yes? Then all tenants involved should complete a copy of the initial assessment form, sign the declaration and return to us. Where another landlord is involved you must ensure their application form is completed too.

**YOUR DETAILS**

NAME/S	ADDRESS
	TELEPHONE NUMBER EMAIL ADDRESS

**WHO ARE YOU EXCHANGING WITH?**

NAME/S	ADDRESS
	TELEPHONE NUMBER EMAIL ADDRESS

**PEOPLE WHO WILL BE LIVING WITH YOU:-**

FULL NAME	SEX	DATE OF BIRTH	RELATIONSHIP TO TENANT	EMPLOYMENT STATUS/SCHOOL

**You will be required to provide proof of occupation for household members when you complete the full application.**

**Your property type:** (Flat) (Maisonette) (House) (Bungalow)

**Number of bedrooms:** (Bedsit) (1) (2) (3) (4) (Other)    **Number of living rooms:** (1) (2)

**Garden:** (Front) (Rear) (None) (Communal) (Balcony)    **Disabled Adaptions:** YES / NO

Do you have any pets? Please state type and number: \_\_\_\_\_

**Name and address of current landlord:** \_\_\_\_\_

**Start date of tenancy:** \_\_\_\_\_    **Type of tenancy:** \_\_\_\_\_

**Current weekly rent inc service charge:** \_\_\_\_\_    **Is your account in arrears:** YES / NO

Reason for wanting to exchange: \_\_\_\_\_

**Please advise how you found your exchange**

Swap and Move / House Exchange / Homeswapper / Facebook other please state

**Data Protection**

I consent to the other party in any exchange receiving copies of any property inspection reports including details over the condition of property, any repairs or outstanding damage, and non-standard items. Without this we are be unable to approve the exchange.

**Declaration & Consent**

I am aware that by pursuing a Mutual Exchange, should it proceed, that I will be accepting the property as seen and responsibility for the condition of the property, all outstanding items repairs, and damage etc.

I confirm all outstanding repairs on my property will be carried out or requested.

I understand that the Mutual Exchange cannot take place until approval has been given and the paperwork has been signed, also that, should any of the tenants involved in the exchange decide to withdraw at any time, Estuary Housing Association cannot be held responsible for any inconvenience or liability incurred.

Please be aware that all parties involved in the mutual exchange will need to attend our office in, Southend on Sea (address below) to sign all the necessary paperwork. And I, the incoming tenant agree at this time to pay a weeks rent when the Assignment takes place via a debit card.

Signature of Tenant(s): \_\_\_\_\_

Signature of Tenant(s): \_\_\_\_\_

Date:\_\_\_\_\_

Please return this form via post to:- Estuary Housing - Allocations Team,  
Centre Place, Southend-on-Sea,  
Essex. SS1 2JD

Or return via an email and send to: [allocations@estuary.co.uk](mailto:allocations@estuary.co.uk)